

~~C O N F I D E N T I A L~~

CODIB-D-111/2


27 August 1964

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

CODIB Support Staff

Attached is a draft mission and functions statement for the CODIB
Support Staff (CSS) for discussion at the next meeting of the Committee.

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Secretary

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GROUP 1
Excluded from automatic
downgrading and
declassification

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26 August 1964

CODIB Support Staff

Pursuant to NSCID No. 1, paras. 3 b (2) and 6 a (3); DCID No. 1/4; and OSIB-D-39.7/6, Attachment, para. 3, a permanent secretariat activity for the Committee on Documentation (CODIB) of the United States Intelligence Board (USIB) is established. This activity is designated the CODIB Support Staff (CSS).

1. Composition and Organization

The CODIB Support Staff is composed of professional intelligence officers from DIA and CIA, and of clerical support from CIA. The Staff is under the direction of a staff chief who reports to CODIB through its Chairman and Secretary.

2. Mission

The mission of the Staff is to support CODIB in promoting means by which the Intelligence Community can make optimal use of information of intelligence value, however recorded.

3. Functions

(a) To assist in the identification, definition, and specification of inter-agency relationships which affect the flow, the processing, the control of

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TAB A

**CODIB Task Teams Organized to
Implement USIB Action on the SCIPS Report**

I CONTENT CONTROL

To develop a system for use throughout the Intelligence Community for identifying the substantive content of intelligence items to be applied at or near the time of their publication.

II BIBLIOGRAPHICS

To develop a plan whereby an inventory and standard identification of publications, document series and other processing items of substantive intelligence can be developed and maintained.

III FOREIGN PUBLICATIONS

To develop a plan for increasing the effectiveness of processing of foreign publications whereby control of bibliographic and substantive information can be achieved and made available systematically to users throughout the Intelligence Community.

IV INSTALLATIONS

To develop a uniform format(s) for the description of physical facilities to aid the processing and exchange of installation intelligence.

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V BIOGRAPHICS

To develop a plan to facilitate the processing and production of biographic intelligence information within the Intelligence Community.

VI RESEARCH AND DEVELOPMENT

To define existing and potential problem areas amenable to solution through intelligence data handling research and development. To establish priorities and recommend methods for coordinating and accomplishing essential R&D tasks.

VII ANALYST COMMUNICATION

To develop proposals for improving analyst-to-analyst communications to facilitate the exchange of substantive information, analytic methods and techniques. Determine the feasibility of establishing a centralized Intelligence Community directory service.

VIII PHOTO CHIP

Develop a standard photographic chip system for exchange, storage and retrieval of aerial photography, exploring the feasibility of adopting the recently developed DoD standard for use throughout the Intelligence Community.

IX ADP SYSTEMS LIBRARY

Develop a plan for establishing and maintaining a library of descriptions of data files and ADP systems, taking into consideration action previously approved under USIB-S-13.4/4.

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